

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100050001-8

2nd Party
83

Dix + Dix

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Quarterly Planning Conference

FROM: Logistics Services Division
Room 3E14

EXTENSION

NO.

DATE

12 April 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDER

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [REDACTED] Plans & Programs Staff

2. Rm.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

John,

Attached is the package from LSD containing an update on all of the milestone charts, Directorate and Division. If you have any questions or problems with it, just give me a call.

Thanks for all your help.



John Glender

12 April 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM: [redacted]

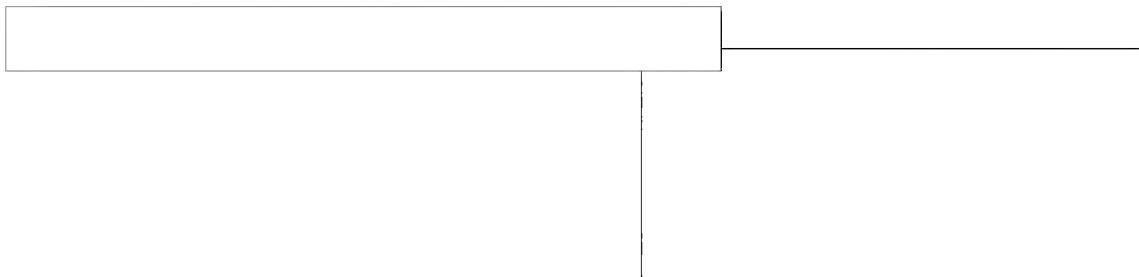
STAT

Chief, Logistics Services Division, OL

SUBJECT: Office of Logistics Quarterly Planning
Conference

Per your request, attached is an updated milestone chart
for the LSD directorate-level objective which is to be presented
at the Quarterly Planning Conference with the DDA on 5 May.

Questions concerning the objective should be directed to



STAT

STAT

OL 10042-83

Office: OL/LSD/BSB

O — Scheduled

Objective Statement: Establishment of an Automated Supply System

X — Actual

Responsible Officer:

STAT

Significant Funding Amount: \$ FY 83

Quarter Ending: 29 April 1983

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms.	0								0			
Input all data required to administer the automated program.		0							0		0	
Verify input against manual records.			0						0		0	
On-line operation of automated system.			0						0		0	

Office: OI/LSD/MPB

O — Scheduled

Objective Statement: Research the feasibility of installing automated gas

X — Actual

Responsible Officer: [redacted] pumps at the Motor Pool Garage

STAT

Significant Funding Amount: \$ FY83

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Read literature currently available pertaining to automated fuel dispensing systems					X							
Determine the feasibility of installing automated gas pumps at the Motor Pool										0	0	
Prepare cost estimates												
If feasible, formulate plans for its implementation												0

Office: OL/LSD

— Scheduled

Objective Statement: LSD support to Roosevelt Bldg. in terms of courier and shuttle service — Actual

Responsible Officer:

establishment and stockage of supply room, routine

Significant Funding Amount: \$ FY 83

maintenance support, etc.

Quarter Ending:

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Determine furniture requirements.					X							
2. Specify and order furniture and wall art for public and office areas.				X								
3. Specify to building management the type of carpeting, floor covering, and tile to be used throughout the building.				X								
4. Establish a working group to facilitate a smooth move-in by the occupants of the building.					0-----X							
5. Establish a building supply room.								X				
6. Determine the type of courier and shuttle service to be used to accommodate the building occupants.							X					

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Office: OL/LSD

Objective Statement: Improve the physical environment and the quality of food and service

Responsible Officer: in the Executive Dining Room

Responsible Officer: _____
Significant Funding Amount: \$ _____ FY _____

Significant Funding Amount: \$____

— Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement			X									
Present a proposal for improvement to management				0-----0								
Initiate a work order to implement facility changes and initiate action for any approved personnel changes					X							

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Milestone Chart

FROM:	EXTENSION	NO.	STAT
			DATE
Plans and Programs Staff Room		14 April 1983	
TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. Plans and Programs Staff Room			STAT
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

John,
 Attached is the milestone chart on liaison with GSA to improve service to Agency buildings. If you have any questions on this one, please do call - I think it is what you need but I'm not sure.



*✓ S/P
 2nd Quarterly
 Directorate level
 objectives.*

Office: OL/LSD and OL/RECD

O — Scheduled

X — Actual

Objective Statement: To continue to work closely with GSA to improve service to the Agency

STAT

and obtain independent authority for

Responsible Officer: _____ the Agency to lease, acquire, or construct

real property.

Significant Funding Amount: \$ _____ FY _____

Quarter Ending: _____

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
o Meet regularly with project control officer from the Office of the Administrator, GSA.		X		X			0		0		0	
o Perform monthly "Walk-Abouts" with DDA.	X	X	X	X	X	X	0	0	0	0	0	0
o Coordinate action items with GSA Buildings Manager.	X	X	X	X	X	X	0	0	0	0	0	0
o Provide project support officers to out-lying buildings to identify problems, evaluate GSA performance and coordinate actions.												
o Work with GSA Region III to develop a prospectus for Community Headquarters Building.							0					

12 April 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM: [REDACTED]

STAT

Chief, Logistics Services Division, OL

SUBJECT: Office of Logistics Quarterly Planning

Conference

Per your request, attached is an updated milestone chart for the LSD directorate-level objective which is to be presented at the Quarterly Planning Conference with the DDA on 5 May.

Questions concerning the objective should be directed to

[REDACTED]

[REDACTED]

STAT

STAT

OL 10042-83

Office: OL/LSD/BSB

Objective Statement: Establishment of an Automated Supply System

Responsible Officer: [Redacted]

Significant Funding Amount: \$ [Redacted] FY 83

Quarter Ending: 29 April 1983

O — Scheduled
X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms.	0								0			
Input all data required to administer the automated program.				0						0		
Verify input against manual records.					0						0	
On-line operation of automated system.						0						0

Office: OL/LSD/MPB

Objective Statement: Research the feasibility of installing automated gas pumps at the Motor Pool Garage

Responsible Officer: [redacted]

Significant Funding Amount: \$ FY83

Quarter Ending:

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Read literature currently available pertaining to automated fuel dispensing systems					X							
Determine the feasibility of installing automated gas pumps at the Motor Pool										0	0	
Prepare cost estimates												
If feasible, formulate plans for its implementation												0

Office: OL/LSD

O — Scheduled

Objective Statement: LSD support to Roosevelt Bldg. in terms of courier and shuttle service

X — Actual

Responsible Officer: [redacted] establishment and stockage of supply room, routine

STAT

maintenance support, etc.

Significant Funding Amount: ✓ FY 83

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Determine furniture requirements.					X							
2. Specify and order furniture and wall art for public and office areas.			X									
3. Specify to building management the type of carpeting, floor covering, and tile to be used throughout the building.			X									
4. Establish a working group to facilitate a smooth move-in by the occupants of the building.							0---X					
5. Establish a building supply room.									X			
6. Determine the type of courier and shuttle service to be used to accommodate the building occupants.								X				

Office: OL/LSD and OL/RECD
 Objective Statement: Provide support to SAFE, Phase II
 Responsible Officer:
 Significant Funding Amount: \$ 1.1 M FY 83
 Quarter Ending:

O — Scheduled
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Renovate space and relocate personnel and equipment (LSD).												
a. Complete drawings to relocate the Map Library.		X										
b. Complete backfill of space allocation to the DCI area, DDO, DDA and DDS&T.			X									
c. Free up space for Phase II.							0---X					
II. Complete modifications of space (RECD).				0---X				0---X				0---X
a. Complete Phase II Design.												
b. Award Phase II Construction.												
c. Complete Phase II Construction.												

Office: OL/LSD

Objective Statement: Provide a system for more timely and efficient response to user requirements

Responsible Officer:

Significant Funding Amount: FY 83

Quarter Ending:

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
In conjunction with ODP and OL/RECD/HEB, refine requirements for acquiring a Computer-Assisted Design & Drafting System					X					0		
Establish requirements for a Request for Proposal (RFP)					X					0		

Office: OL/LSD

Objective Statement: Improve the physical environment and the quality of food and service
in the Executive Dining Room

Responsible Officer: [redacted]

Significant Funding Amount: \$ [redacted] FY [redacted]

Quarter Ending:

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement			X									
Present a proposal for improvement to management					0					0		
Initiate a work order to implement facility changes and initiate action for any approved personnel changes						X						